



ALABAMA DEPARTMENT OF INSURANCE

Preneed Division

201 Monroe Street, Suite 502

Montgomery, AL 36130-3351

INSTRUCTIONS FOR COMPLETION OF SEMI-ANNUAL AND QUARTERLY REPORTS

FORM AL-PNR-CI (Revised 4-2015)

PAGE 1 OF REPORT

TRUST FUNDS

- Specify the names of all trustees. If you have changed trustees since the last report submitted, then you must provide that information as well and include the date your new trust agreement was approved. The first page of the trust agreement, which contains our approval stamp, should also accompany the report. If you failed to receive prior approval of the trust agreement, you should file it with the report.
- This entry should be the total number at the end of the selected period for all active preneed contracts whose funding method is trust. The number should also include preneed contracts which are not yet funded.
- The balance in the trust fund should be split between principal and interest, then added for the total.
- The Statement of Activity of the Trust, furnished by your Trustee(s), for each trust account, for activity of the trust during the reporting period (Semi-Annual or Quarterly) must accompany each report. If a trust account was moved during the reporting period, then statements should be provided from the prior trustee as well as the new trustee.

LIFE INSURANCE

YOU ARE NOT REQUIRED* TO PROVIDE A LISTING OF CONTRACTS FUNDED BY LIFE INSURANCE

- Specify names of all life insurance companies that have preneed contracts funded by annuities and/or life insurance in force.
- Specify the number of post-law preneed contracts in which the funding method is annuity and/or life insurance.
- Specify the total face amount of all annuities and/or life insurance policies in force.

LETTER OF CREDIT

YOU ARE NOT REQUIRED* TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY LETTER OF CREDIT

- Specify the names of each bank issuing a letter of credit.
- Specify the number of post-law contracts in which the funding method is Letter of Credit.
- Specify the amount of each letter of credit.
- Specify the outstanding letter of credit liability (original retail amount of services and cash advances and the actual cost to the entity to provide the undelivered merchandise) of all preneed contracts funded by each letter of credit. If the outstanding letter of credit liability of all preneed contracts for each letter of credit is greater than the amount of the letter of credit, the preneed entity must increase the letter of credit to such an amount that it equals or exceeds the outstanding letter of credit liability of all preneed contracts to be funded by that letter of credit.

SURETY BOND

YOU ARE NOT REQUIRED* TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY SURETY BONDS

- Specify the names of each insurance company issuing a surety bond.
- Specify the number of post-law contracts in which the funding method is Surety Bond.
- Specify the amount of each surety bond.
- Specify the outstanding surety bond liability (original retail amount of services and cash advances and the actual cost to the entity to provide the undelivered merchandise) of all preneed contracts funded by each surety bond. If the outstanding surety bond liability of all preneed contracts for each surety bond is greater than the amount of the surety bond, the preneed entity must increase the surety bond to such an amount that it equals or exceeds the outstanding surety bond liability of all preneed contracts to be funded by that surety bond.

*The Department will request documentation such as policy listings, contract listings, logs, etc. randomly prior to each reporting period. If you are not notified of the requirement to provide additional documentation with your report, then all you are required to send is the report and trust statements if applicable.

INSTRUCTIONS FOR COMPLETION OF SEMI-ANNUAL AND QUARTERLY REPORTS

TOTAL NUMBER OF ALL POST-LAW PRENEED CONTRACTS OUTSTANDING AS OF THE END OF THE PERIOD CHECKED ABOVE

- Provide the total number of all post-law preneed contracts outstanding, as of the period checked at the top of page 1. This number should match the final number entered in the table on page 2.

PAGE 2 OF REPORT

THE TABLE – POST-LAW CONTRACTS ONLY

- The table should Include All Post-Law Contracts Regardless of the Method of Funding. Include all contracts whether or not the contract has been paid-in-full.
- The number of contracts in the table should balance. The preneed contracts outstanding at the beginning of the reporting period selected period on page 1, plus preneed contracts entered into during the period, minus preneed contracts cancelled during the period, minus preneed contracts fulfilled during the period should equal the preneed contracts outstanding at the end of the period.

STATE THE NET SALES AMOUNT OF ALL POST-LAW PRENEED CONTRACTS OUTSTANDING AT THE END OF THE PERIOD

- The net sales amount should be the retail value of the sum of all outstanding preneed contracts at the end of the period selected on page 1, less any discounts or credit issued on previously purchased policies assigned to cover the contract and is a combination of all funding methods used.

CHANGE IN FUNDING METHOD

- If there has been a change in the method used to fund the Company's preneed contracts within the period selected on page 1 (since the last reporting period), state the change.

SIGN AND DATE COMPLETED FORM

- Sign and date in the space provided on page 2. Provide the responsible parties contact information. The phone number and e-mail address will be used by the department to contact the company, if necessary, regarding the report.

Visit www.aldoi.gov/preneed to check for updated forms and information.